

M e m o r a n d u m

Date: March 16, 2010

To: Blythe Area

Attention: Lieutenant M. O. Kirchhof

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Office of the Assistant Commissioner, Inspector General

File No.: 005.9968.015989.010

Subject: 2010 COMMAND PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires Departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the last command inventory by the Blythe Area was conducted on April 16, 2009. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that California Highway Patrol inventory records are complete and accurate, your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles and weapons, was completed by the Property Inspector (PI) on March 1, 2010. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across four property areas: general inventory control, telecommunications, fleet, and weapons (see Attachments B, C, D, and E). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 302 items (a). The statistically-valid sample at a 95 percent confidence level \pm 5 percent error rate provided a total stratified sample size of 53 items when rounded up to the next whole number (d).

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Siz
	(a)	(b)	(c)	(d)
ICU Decals	130	43.05%	21.95	22
Telecommunications	103	34.11%	17.39	18
Fleet	12	3.97%	2.03	3
Weapons	57	18.87%	9.63	10
Total	302			53

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 43 of the 53 items were located. One item was transferred out of the Area using a CHP 331, Radio Extender Adjustment Record, four items were not available for inspection due to the equipment being "out" for training and five items could not be located. Furthermore, three of the 53 items inspected require a correction be made to the property record. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

When comparing equipment assigned to the command to the OPI inventory lists, 40 of the 41 items reconciled. One item (vehicle hoist) inspected was recently received at the Area but has not been added to the Area's inventory. This item requires a new assigned asset tag number. Furthermore, two of the 41 items inspected require a correction be made to the property record. The property inspection results of equipment located at the command to the OPI inventory list are summarized in Attachment A.

I request your command research and investigate all discrepancies in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify any variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify that the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspections through your respective Division by June 14, 2010.

Furthermore, in accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

Blythe Area
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March 16, 2010

The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.

A handwritten signature in black ink, appearing to read "M. C. A. Santiago". The signature is fluid and cursive, with the last name "Santiago" being more prominent.

M. C. A. SANTIAGO, CIG, CLEA
Assistant Commissioner

Attachments

cc: Office of the Assistant Commissioner, Field
Border Division
Fiscal Management Section
Telecommunications Section
Office of the Academy
Office of Inspections, Audits Unit

ATTACHMENT A

**OFFICE OF INSPECTIONS, AUDIT UNIT
PROPERTY INSPECTION DISCREPANCY REPORT**

ATTACHMENT A

**Blythe - 660
March 1, 2010**

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
TIMER REACTION							
ELECTRONIC HAND-HELD	108521					X	Unavailable at the time of the inspection.
VEHICLE INTERFACE MODULE	142884	X					Unable to locate at the time of the inspection.
HOIST VEHICLE	170113	X					Unable to locate at the time of the inspection.
CALCULATOR ELEC	80247	X					Unable to locate at the time of the inspection.
VEHICLE HOIST			X				Replacement for vehicle hoist with asset tag number 170113. New asset tag required.
Hand-Held Radio	R2309	X					Unable to locate at the time of the inspection.
Mobile Repeater	R47031			X			Change assigned license plate number to 1270953.
Citizen Band Radio	R53605	X					Unable to locate at the time of the inspection.
Hand-Held Radio	R61627				X		CHP 331 attached to the report.
Control Head - Mobile	R84167			X			Change assigned license plate number to 1248350.
Control Head - Mobile	R89183			X			Change assigned license plate number to 1288890.
Mobile Radio	R42937			X			Change assigned license plate number to 1248128.
Mobile Repeater	R46584			X			Add license plate number 1248128.
██						X	Unavailable at the time of the inspection.
██						X	Unavailable at the time of the inspection.
██						X	Unavailable at the time of the inspection.

ATTACHMENT B

CALIFORNIA HIGHWAY PATROL
2010 ICU PROPERTY RECORD INSPECTION REPORT
Blythe - 660

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT								
1	106395	CAMERA STILL ONE-STEP EXPRESS INSTANT	X					Unavailable at the time of the inspection.
2	108521	TIMER REACTION ELECTRONIC HAND-HELD		X				
3	108522	TIMER REACTION ELECTRONIC HAND-HELD	X					
4	110850	RADAR TRAFFIC MOUNTED	040240	X				
5	115439	RADAR UNIT	043111	X				
6	115831	RADAR VEHICLE	043734	X				
7	117222	LAPTOP ARMADA 1750/400	3J9BCL34S21Z	X				
8	125239	BREATH ANALYZER	046974	X				
9	126101	CAMERA	5749881	X				
10	135259	FILE SERVER	EBDVLDN42V	X				
11	142136	TIRE CHANGER	0510107293	X				Unable to locate at the time of the inspection.
12	142884	VEHICLE INTERFACE MODULE	0506-54907CV		X			
13	152533	COMPUTER	MXL7300VMD	X				
14	152537	COMPUTER	MXL7300VN4	X				
15	152541	COMPUTER	MXL7300VDG	X				
16	153371	BREATH ANALYZER SYSTEM PAS DEVICE	90103379-82	X				Unable to locate at the time of the inspection.
17	170113	HOIST VEHICLE			X			
18	80247	CALCULATOR ELEC	73017443		X			
19	94817	SCALES ELECTRONIC	1349	X				
20	99808	TELEVISION/VCR COMBINATION		X				
21	AF01996	PRINTER DESKJET 950C	MY06N1C1W9	X				Unable to locate at the time of the inspection.
22	XRR0379	ALCOHOL SCREENING DEVICE/CASE	18224	X				
...								

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

CALIFORNIA HIGHWAY PATROL
2010 ICU PROPERTY RECORD INSPECTION REPORT
Blythe - 660

ATTACHMENT B

ASSET #		DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
EQUIPMENT TO INVENTORY LIST									
1	106393	CAMERA STILL INSTANT ONE-STEP EXPRESS		X					
2	106394	CAMERA STILL ONE-STEP EXPRESS INSTANT		X					
3	112396	RADAR VEHICLE MOUNTED	040318	X					
4	120692	PRINTER	USBF003931	X					
5	124216	SWITCH	7MMV574CF78	X					
6	124809	FLOOR JACK 3 1/2 TON	F0105000405	X					
7	125238	BREATH ANALYZER	046973	X					
8	130669	ROUTER	JMX0721L107	X					
9	139938	PRINTER	CNDXB16453	X					
10	152521	COMPUTER	MXL7300VQM	X					
11	152540	COMPUTER	MXL7300V8Z	X					
12	166206	PRINTER	CNCC91N0GR	X					
13	97739	CAMERA 35MM		X					
...									
EQUIPMENT LOCATED ON-SITE (NOT LISTED ON COMMAND PROPERTY LIST)									
1		VEHICLE HOIST	FC16009	X					Replaced vehicle hoist with asset tag number 170113. New asset tag required.
2									
...									

LEGEND

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ATTACHMENT C

CALIFORNIA HIGHWAY PATROL
2010 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
BLYTHE - 660

ATTACHMENT C

ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT										
1	R100233 Cellular Telephone			A00000076E45F1	X					Unable to locate at the time of the inspection.
2	R2309 Hand-Held Radio			777682823		X				
3	R43462 Mobile Radio		1248322		X					
4	R44550 Mobile Repeater	1288916		7553126	X					Change assigned license plate number to 1270953. Unable to locate at the time of the inspection.
5	R45606 Mobile Repeater	1249988		7639544	X					
6	R47031 Mobile Repeater	1248128			X				X	
7	R53605 Citizen Band Radio	UnknPer03	was-660	45013664		X				CHP 331 attached to the report.
8	R60968 Battery Charger - Radio				X					
9	R61627 Hand-Held Radio	15672		402AWUG282				X		
10	R71789 Battery Charger - Radio				X					Change assigned license plate number to 1248350.
11	R77227 Control Head - Mobile	1270880			X					
12	R77874 Control Head - Mobile	1270955			X					
13	R82301 Telephone System				X					Change assigned license plate number to 1288890.
14	R82615 Battery Charger - Radio				X					
15	R84167 Control Head - Mobile				X				X	
16	R85159 Control Head - Mobile		1248322		X					Change assigned license plate number to 1288890.
17	R89183 Control Head - Mobile				X				X	
18	R89832 Control Head - Mobile	1288916			X					
...										
EQUIPMENT TO INVENTORY LIST										
1	R40731 Mobile Radio	1288916		9523583	X					

LEGEND

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CALIFORNIA HIGHWAY PATROL
2010 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
BLYTHE - 660

ATTACHMENT C

ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
2	R41838	Mobile Radio	1248128	9540848	X					
3	R42881	Mobile Radio	1248350	9541576	X					
4	R42937	Mobile Radio	3QDY767	5MKU750	9541706	X			X	Change assigned license plate number to 1248128.
5	R44272	Mobile Radio	1249988	9543073	X					
6	R44656	Mobile Repeater	1248350	7553421	X					
7	R46584	Mobile Repeater		7734834	X				X	Add license plate number 1248128.
8	R56938	Base Station - rack type		1409145	X					
9	R61078	Hand-Held Radio	18054	402AWUF289	X					
10	R63731	Hand-Held Radio	19623	CTC 1-09	402AWY0493	X				
11	R66546	Hand-Held Radio	18557	MM 08-095	402AWY9553	X				
12	R69114	Hand-Held Radio	12976	402AXE8387	X					
13	R76786	Control Head - Mobile	1248128		X					
14	R82002	Control Head - Mobile	1248144		X					
15	R84168	Control Head - Mobile	1249988		X					
16	R86017	Base Station - rack type	75.64/7212	13007212	X					
17	R90674	Control Head - Mobile	1289008		X					
...										
EQUIPMENT LOCATED ON-SITE (NOT LISTED ON COMMAND PROPERTY LIST)										
1										
2										

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

ATTACHMENT D

COMMAND	EQUIPMENT ID	LICENSE	DESCRIPTION	YEAR	MAKE	MODEL
660	1248128 ✓	1248128	ENFORCEMENT SEDAN	2007	FOR	CRNVIC
660	1248144 ✓	1248144	ENFORCEMENT SEDAN	2007	FOR	CRNVIC
660	1248322 ✓	1248322	ENFORCEMENT SEDAN	2009	FOR	CRNVIC
660	1248350	1248350	ENFORCEMENT SEDAN	2009	FOR	CRNVIC
660	1249988 ✓	1249988	PRIMARY COLLISION FACTOR	2007	FOR	CRNVIC
660	1270880 ✓	1270880	ENFORCEMENT SEDAN	2008	FOR	CRNVIC
660	1270953	1270953	ENFORCEMENT SEDAN	2008	FOR	CRNVIC
660	1270955 ✓	1270955	ENFORCEMENT SEDAN	2008	FOR	CRNVIC
660	1288890 ✓	1288890	PRIMARY COLLISION FACTOR	2008	FOR	CRNVIC
660	1288916 ✓	1288916	ENFORCEMENT SEDAN	2009	FOR	CRNVIC
660	1289008 ✓	1283697	ENFORCEMENT SEDAN	2009	FOR	CRNVIC
660	30DY897 ✓	5MAC040	COMMANDER VEHICLES	2005	FOR	CRNVIC

If the vehicle has been transferred - attach CHP 57 form

VERIFIED BY: _____

DATE: _____

COMMANDERS SIGNATURE : _____

ATTACHMENT E

Officer Issued Weapons

ID# Last Name

First Name

Ser#Control#Comments

Issued to officer:

Officer Issued Weapons Total:

Area Issued Weapons


(203) *Loaner*

Ser#Control#

Comments




















Department of California Highway Patrol
Complete Area Inventory
660 - Blythe

February 9, 2010

Loaner: 

(202) Issued to Area/Division

Ser#Control#Comments

	✓	
		
		
		
	✓	
		
	✓	
		
		
		
	✓	
		
	✓	
		
		
		
		
		
		

(208) Dummy Field Issue


Ser#Control#Comments

	
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(222)

Ser#Control#Comments

Issued to Area/Division: Dummy Field Issue: 

Department of California Highway Patrol
Complete Area Inventory
660 - Blythe

February 9, 2010

(202) Issued to Area/Division

Ser#Control#Comments

Issued to Area/Division:

(202) Issued to Area/Division

Ser#Control#Comments

Issued to Area/Division:

(202) Issued to Area/Division

Ser#Control#Comments

Issued to Area/Division:

Area Issued Weapons Total:

Department of California Highway Patrol
Complete Area Inventory
660 - Blythe

February 9, 2010

Area Grand Total: 

RADIO EXTENDER ADJUSTMENT RECORD

DATE _____

TO

FROM (COMMAND)

LOCATION CODE

660

DATE PHYSICAL INVENTORY PERFORMED _____

PERSON CONDUCTING INVENTORY

TELEPHONE NUMBER	
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☒ Public

01/28/2010

Andrew Tulin

(760) 922-6141

☐ CALNET☐ Report complete all - all items located☐ Make changes listed below

C = CORRECTION to PRINTOUT (Check Box in Appropriate Area)

D = DELETION

A = ADDITION

T = TRANSFER

COMMANDER'S SIGNATURE

c331_406.pdf